

GENERAL INFORMATION ON SUBMITTING LME UM PROPOSALS

1. Pursuant to General Assembly Session Law 2008-10 (HB2436, Section 10.15(x)), DHHS invites and encourages LMEs to participate in this proposal process.
2. All proposals are subject to the terms and conditions outlined in the attached policy document.
3. All proposals must be received by DMA no later than December 15, 2008. Each LME shall submit one (1) original clearly marked and five (5) copies of their proposal document. It shall also be submitted electronically to: Debbie.Pittard@ncmail.net.
4. The proposal must have a signed execution page. Unsigned proposals shall not be accepted.
5. There must be a transmittal letter signed and dated by an official authorized to legally bind the LME. The LME shall submit with its proposal the name, USPS address, email address and telephone number of the person(s) with authority to bind the organization and answer questions or provide clarification concerning the proposal.
6. The State shall not be bound by oral explanations or instructions given at any time during this process. There will be a formal question and answer session held and formally documented.
7. Only information which is received in response to this policy document and invitation shall be evaluated; reference to information previously submitted shall not be evaluated.
8. Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired. In an effort to support the sustainability efforts of the State of North Carolina we solicit your cooperation in this effort.

It is desirable that all responses meet the following requirements:

- All copies are printed **double sided**.
 - All submittals and copies are printed on **recycled paper with a minimum post-consumer content of 30%** and indicate this information accordingly on the response.
 - Unless absolutely necessary, all proposals and copies should **minimize or eliminate use of non-recyclable or non re-usable materials** such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, paper clips, and staples are acceptable.
 - Materials should be submitted in a format which allows for **easy removal and recycling** of paper materials.
9. Any costs incurred by LMEs in preparing or submitting offers are the LMEs sole responsibility; the State of North Carolina shall not reimburse any LME for any costs incurred prior to contract.
 10. Each LME shall disclose any legal actions taken within the last two (2) years, or any legal actions pending against the LME.
 11. Attach copies of the most recent two (2) years of independently certified audited financial statements of the organization.
 12. Each proposal shall state that it is a firm response which may be accepted within a period of ninety (90) days. Although the Contract(s) is (are) expected to be awarded prior to that time, the ninety (90) day period is requested to allow for unforeseen delays.
 13. Titles and headings in the proposal and subsequent contract are for convenience only and shall have no binding force or effect.
 14. All responses, inquiries, or correspondence relating to or in reference to the policy document and invitation, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the LMEs shall become the property of the State when received.
 15. Neither the State of North Carolina, nor its employees, shall be responsible for any liability claims against the LME.
 16. Complete the enclosed *LME Response to UM Readiness Criteria* form. This form must be a cover page to your proposal noting the pages in your proposal that address each requirement shown.